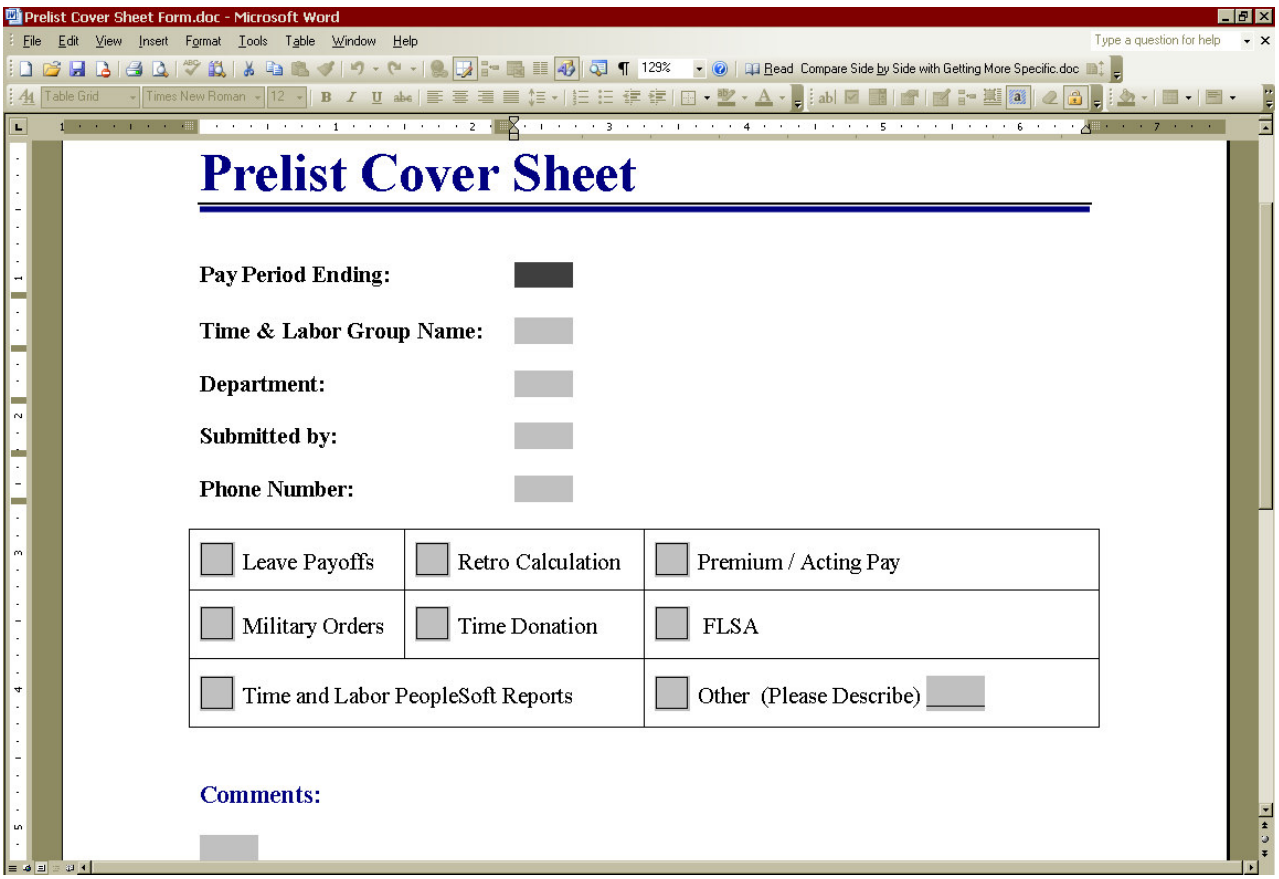
Getting More Specific

A. Prelist

There is a standard form that all payroll clerks need to be using as a coversheet when submitting all documents listed in items B through G. Use one Prelist cover sheet per group/division every pay period.

The standard form is located at http://www.fresno.gov/Staff/Payroll/Forms.htm on the Payroll Website. This form can be saved electronically in Word to your computer and used over and over again by just changing the pay period end date and changing which boxes are checked (if necessary).

Please do not staple documents together – use a paperclip, a plastic clip, or an interoffice envelope to keep your documents secure.


Prelist Cover Sheet Form.doc - Microsoft Word

Prelist Cover Sheet

Pay Period Ending:

Time & Labor Group Name:

Department:

Submitted by:

Phone Number:

☐ Leave Payoffs	☐ Retro Calculation	☐ Premium / Acting Pay
☐ Military Orders	☐ Time Donation	☐ FLSA
☐ Time and Labor PeopleSoft Reports		☐ Other (Please Describe)

Comments:

B. Acting Pay

Acting Pay is provided to employees that temporarily work in a higher position due to the absence of an employee whose duties can not be delayed until their return. To determine qualifying time and acting pay rules refer to the appropriate MOU for that employee.

Employees will not receive any acting pay until Payroll has received their copy of a completed Acting Pay Authorization Form with all of the appropriate signatures. These forms can be ordered from Central Printing.

Please provide the following information to Payroll **every time** you have posted acting pay for an employee.

- ➔ Acting Employee
  - ⇨ Name
  - ⇨ Employee ID
  - ⇨ Job Code
  - ⇨ Monthly Salary
- ➔ Employee Being Acted For
  - ⇨ Name
  - ⇨ Employee ID
  - ⇨ Job Code
  - ⇨ Reason Employee was Out (i.e. Sick, Vacation, Training, etc…)
- ➔ Dates Acting Occurred
- ➔ Number of Days Acted
- ➔ Number of Hours Acted
- ➔ Acting Rate
- ➔ Amount Due

Please contact Dena if you have questions on ways to ensure all of this information is submitted.

Always post Acting Pay as the amount due; do not post as the number of hours they acted.

C. Leave Payoff Requests

Leave Payoffs need to be posted as number of hours they have requested and not as the amount of money they should receive. Payoffs should be posted on either the last day of the pay period or the last day the employee worked during the pay period.

Employees using Kronos do not need to submit a Leave Payoff Request, they just need to enter the payoff into Kronos.

There is a form that can be used on the City Forms page at http://www.fresno.gov/Staff/CityForms/FormsByName.htm and is called "Leave Payoff Request".

If you are currently using up old forms, make sure the employee uses their employee ID and **not** their Social Security Number (SSN). If the employee does use their SSN, please request that they fill out a new form, using their employee ID, and shred the form with their SSN.

D. Retroactive Pay

When employees receive a pay increase for a prior pay period they are entitled to receive retro pay to make up the difference.

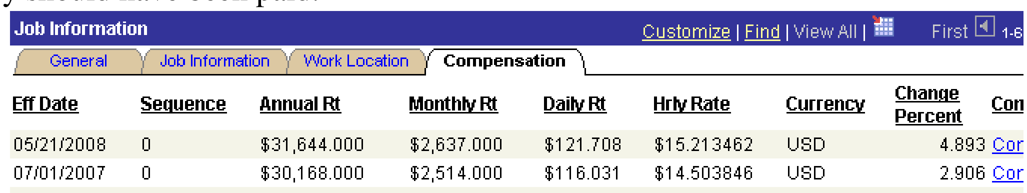
Please complete these whenever you are aware of them. If you are unaware that a retro pay is needed, Payroll will make sure the employee gets their retro pay.

To calculate a retro pay, determine the number of hours that they need to be paid for and multiply this by the difference of their new rate of pay and their old rate of pay (make sure you check for any leave payoffs or acting pay during this time period.

Calculations must be provided to Payroll to confirm the amount. A retro pay can not be issued until Personnel has entered the change in pay into PeopleSoft.

Retro Example:

- ➔ On 6/25/08 Personnel posted a pay increase that was effective 5/21/08.
- ➔ Run a query (See the query section) or look at the employee's time to determine the number of hours worked (including paid OT), hours of leave used, and any leave payoffs. You will also want to know if the employee was given any acting pay (this part will have to be done separately, see below).
- ➔ In this case you want the range of dates to be from 5/21/08 through 6/15/08. You do not need to gather the number of hours from 6/16/08 through 6/25/08 because the employee will automatically be paid at the new rate for that pay period.
- ➔ Go to Workforce Administration > Job Information > Review Job Information > Job Summary and determine the hourly rate the employee was actually paid and what they should have been paid.



Eff Date	Sequence	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Currency	Change Percent	Con
05/21/2008	0	$31,644.000	$2,637.000	$121.708	$15.213462	USD	4.893	Cor
07/01/2007	0	$30,168.000	$2,514.000	$116.031	$14.503846	USD	2.906	Cor

- ➔ In this example the employee was actually paid $14.503846 an hour but should have been paid $15.213462 an hour which has a difference of $0.709616.
- ➔ In this case the employee had a total of 144 hours of R01, S01, and V01. She also had a pay off of 8 hours of Holiday and had 2 hours of overtime.
- ➔ The employee is owed:
  - R10 (Permanent Emp) or R11(Temporary Emp) – 144 x 0.709616 = $102.18
  - R12 (Leave Payoffs) -- 8 x 0.709616 = $5.68
  - R13 (Overtime) -- 0.709616 x 1.5 = 1.064424 x 2 (hours of OT) = $2.13
  - R14 (Premium Pays) -- Acting Pay - Amount of Acting pay received minus the amount of Acting Pay they should have received (this amount may be either positive or negative). Dena has an Excel Sheet and more detailed instructions to help with this if needed.
- ➔ Post the time using the appropriate codes and send the calculated retro to Payroll with your Prelist packet.

E. FLSA

We are working on making FLSA automatic through PeopleSoft. Once that is complete you will no longer need to submit FLSA paperwork to Payroll or post it in the system.

Until that time, continue using the FLSA form to determine the amount of FLSA the employee is owed. This time needs to be posted in PeopleSoft as "XF4" or Kronos as "FLSA Adjustment – amounts only" (these will be different for Police and Fire).

F. Time Donation

See Administrative Order 6-12 for information on who qualifies for donated time and how to arrange for donated time. Once everything from AO 6-12 has been completed and approved the employee may begin to receive donated time.

After the donated time has been approved by the City Manager, the original request and approval is sent to Mary Jane so that she is aware of the period of time being covered.

Every pay period that the employee receives donated time; the Payroll Clerk needs to fill out the Donated Time Spreadsheet which includes the donor's:

- ➔ Names
- ➔ Employee IDs
- ➔ Types of leave being donated
- ➔ Number of hours
- ➔ Donor's hourly rate

The spreadsheet also needs to show the **recipient's hourly rate** and the **resulting number of hours donated**. The slips, signed by the donors, are attached to the spreadsheet and should be handed in by 10 a.m. on Payroll Monday. The time will then be taken from the donors and given to recipient.

If you need a new copy of the Donated Time Spreadsheet it can be downloaded from the Payroll Website "Forms" page (http://www.fresno.gov/Staff/Payroll/Forms.htm) or by contacting a member of Payroll.

G. Military Orders

See Administrative Order 2-19 for qualification to receive military leave. Military Orders need to be provided to Mary Jane by 10 a.m. on Payroll Monday for the employee to be eligible to be paid for military leave.

Employees serving in a manner that relates in any way to the Iraqi conflict have a supplemental military pay available to them. This is provided by the City Council through a yearly resolution. This supplemental military pay makes up the difference between the employee's City salary and their military salary.